



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	ASSISTANT HISTORIAN
DEPARTMENT:	Historical Office
SUMMARY:	See Attached Position Classification
SALARY RANGE:	\$83,066 - \$128,753
CONTACT:	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
POSTING DATE:	July 24 , 2009
DEADLINE FOR APPLICATIONS:	August 14, 2009 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please. * New * E-mail your submission to resumes@sec.senate.gov . Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration. All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

Code:

ASSISTANT HISTORIAN

Department: Historical Office

Reports to: Senate Historian

NATURE OF WORK

This is technical administrative work creating, protecting, preserving, and disseminating Senate historical information. Work includes providing research and editorial expertise to the Senate Historical Office, and serving as content provider to U.S. Senate Web site. Work involves conducting short and long-term research projects, creating reports, editing online and hard copy, and providing research and presentations to the Senate community, the news media, and general public on historical events and institutional history of the United States Senate. Work is performed under the general supervision of the Senate Historian.

ESSENTIAL FUNCTIONS

Conducts short and long-term research projects and prepares book-length publications and concise, informative reports for reference for the Historical Office, Senators, Senate staff, the news media, and public.

Assists senior editor in creating and updating Senate entries in both the print and online versions of the *Biographical Directory of the United States Congress*.

Conducts oral history interviews with Senate members, officers, and staff.

Responds to questions and requests from Senators, their staffs, the news media, scholars, and the general public related to the history of the Senate.

Makes historical presentations to Senate staff, pages, and interns, as well as to public groups upon Senate request.

Routinely searches publications for items of relevance to Senate history; works with libraries, historical societies, universities, museums, and other repositories of information related to the history of the Senate and its members.

Serves as content provider for the U.S. Senate Web site, assisting in developing and maintaining all historical content on public web site, and serves as a member of the Senate Web Team which designs, updates and maintains www.senate.gov.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

PB: 12

FLSA: Exempt

07/21/2009



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

Code:

Performs other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc...

MINIMUM QUALIFICATIONS

Work requires a Ph.D. in United States History and three to five years experience directly related to U.S. history and experiences that provide the following knowledge, skills, and abilities:

Knowledge of U.S. political history and governmental processes.

Knowledge of the resources and services of the Library of Congress, National Archives and other major repositories and how to access them.

Demonstrated knowledge of the needs, methods, and techniques of scholarly historical research, including knowledge of print, electronic, and online resources; demonstrated ability to perform research using all methods.

Ability to utilize computer equipment and related software packages.

Skill in writing articles, essays, or research papers for both general and specialized audiences.

Ability to edit documents related to U.S. political history.

Ability to communicate effectively, both orally and in writing.

Ability to work collaboratively with Historical Office staff as well as historians, curators, and editors of other offices and institutions.

Demonstrated customer service and good public relations skills.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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PB: 12

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